

City of Lowell
Job Posting
Please Post ~ May 18, 2015
Deadline ~ June 1, 2015
Department of Planning and Development
Economic Development Intern
(Temporary-Summer, Part-Time)

Job Title: Economic Development Intern (Temp/Summer) (2500-TP, 2139)
Department: Department of Planning and Development
Reports To: Assistant City Manager/DPD
Wage: \$10 per hour

SUMMARY

Assist Economic Development staff, on a temporary basis, with projects that promote the economic growth of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Collection of economic data sets for both internal and external reports.
- Business surveys and analysis.
- Updating marketing materials.
- Implementation of Neighborhood Business Corridor Improvement Initiative and College Town Initiative.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Selected candidate should have a degree or be working towards a degree in Planning, Public Administration, Community Development or related field; detail-oriented and well organized; work well as part of a team. Candidate should have a valid Driver's License.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers,

common fractions and decimals. Ability to compute rates, ratios and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

OTHER SKILLS & ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged youth. Ability to develop and maintain effective working relationships. Ability to plan, schedule and execute assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ June 1, 2015. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer